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STAFFORD OLIVIA PALMIERI  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

December 1, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-26

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Annual SCCC Campaign Close Notice – Reminder to Enter Payroll  
Deductions for the First Pay Period in 2016

The 2015 State Combined Charitable Campaign (SCCC) was held from September 1, 2015 through December 1, 2015. SCCC coordinators should have forwarded pledge forms collected during the campaign to HR/Payroll offices for entry into the LaGov HCM system.

Wage type 5620 (SCCC / LAUW Charity Contr) should be used on Infotype 14 in LaGov HCM for these entries. Deductions should be set up with a begin date of December 21, 2015 (first pay period of 2016) and an end date of December 18, 2016.

**Note: Only pledge forms received during the 2015 campaign period should be entered in LaGov HCM. New pledge forms received outside the 2015 campaign should not be accepted until the 2016 campaign period.**

All SCCC deductions should be entered using the above wage type regardless of the employee's charity designation(s). All SCCC deductions will be sent to the Louisiana Association of United Ways (LAUW) as the Principal Combined Fundraising Organization (PCFO) on a quarterly basis by the Office of State Uniform Payroll (OSUP). LAUW will then distribute the funds received to the individual charities based on the calculation of total pledged amounts.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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